

SYSTEM AND METHOD FOR SCHEDULING MULTIPLE MEETINGS ON AN
ELECTRONIC CALENDAR

Abstract of the Disclosure

5

10

15

20

A system and method for scheduling multiple meetings, with separate meetings for each of a plurality of individuals. A user defines a meeting template that specifies when he or she is available by identifying such information as days worked, work day starting and ending times, lunch and break times, and previously scheduled appointments. The user then sends the meeting template to individuals with whom he or she wishes to schedule a meeting. The recipients of the meeting template select an available meeting time that is also acceptable for them, and the meeting template is dynamically updated to reflect this meeting. The other individual recipients of the template and meeting request are then blocked from also selecting this scheduled meeting time for their meetings with the user.